

## **As-Built Checklist**

# As-Built Checklist

Project Name: \_\_\_\_\_

WBS#: \_\_\_\_\_ D-Sheet #: \_\_\_\_\_

Project Engineer (PE): \_\_\_\_\_ Date: \_\_\_\_\_

Resident Engineer (RE): \_\_\_\_\_ Date: \_\_\_\_\_

REDLINE DRAWINGS		
RE		COMMENTS
<input type="checkbox"/>	Provide Project Management Team entire set of Redlines.	

TITLE BLOCK (FOR ALL SHEETS)		
PE	ITEMS	COMMENTS
<input type="checkbox"/>	Verify sheet count and sheet totals are correct and are consistent with Sheet Index.	
<input type="checkbox"/>	Under "DESCRIPTION" add "AS-BUILT" (this should be under "ORIGINAL"). Add a delta $\Delta$ next to "AS-BUILT" on sheets with redline changes.	
<input type="checkbox"/>	Add Project Engineer and Drafter initials under "BY", next to "AS-BUILT".	
<input type="checkbox"/>	Add Contractor Name, Inspector Name, Date Started, and Date Finished. Date Started is the Notice to Proceed date. Date Finished is the Notice of Completion date.	
<input type="checkbox"/>	Add "AS-BUILT" in the bottom page boarder under the title block.	

PROJECT PLANS		
PE	ITEMS	COMMENTS
<input type="checkbox"/>	On the Cover Sheet, in the Sheet Index under "MATERIAL" add the type of material that was used for the construction of water and sewer pipelines.	
<input type="checkbox"/>	On the Cover Sheet, add the following to the cover sheet using City Notes Cell Library: <b>WHERE THIS AS-BUILT DRAWING INDICATES THE PRESENCE OF UTILITIES NOT OWNED OR OPERATED BY THE CITY OF SAN DIEGO, SUCH INDICATIONS SHALL MERELY REFLECT A NOTED ENCOUNTER WITH THOSE UTILITIES DURING THE COURSE OF PROJECT CONSTRUCTION. THE CITY OF SAN DIEGO MAKES NO WARRANTIES OR REPRESENTATIONS WITH RESPECT TO THE ACCURACY OF THIS INFORMATION AND NO SUBSEQUENT USERS MAY RELY THEREON FOR ANY PURPOSE WHATSOEVER.</b>	
<input type="checkbox"/>	On the Cover Sheet, in the "AS-BUILT INFORMATION" area next to the title block, add the materials that were used (water/sewer pipe types, rehab liner, manholes, valves, fire hydrants) and their respective manufactures.	
<input type="checkbox"/>	On all sheets, add all changes from the redlines into the As-Built drawing file. Cloud all changes made and put a numbered delta $\Delta$ next to the clouds.	
<input type="checkbox"/>	On all sheets, add any clarifications to the As-Built where appropriate (such as whether Additive Alternatives were constructed). <u>For work not built during construction:</u> If entire sheet was not built: X-out the entire page using a thick line weight and add "NOT IN CONTRACT" above the title block. Do not delete the page. If just a part of the sheet was not built: Remove work not completed and put a cloud and delta in its place. <u>For Additive Alternates:</u> If Additive Alternate was built: Add "ADDITIVE ALTERNATE CONSTRUCTED" above the title block. If Additive Alternat was not built: Add "ADDITIVE ALTERNATE NOT CONSTRUCTED" above the title block.	
<input type="checkbox"/>	On all sheets, on plan and profiles, change proposed "PIPE" to the material that the pipe was constructed or rehabbed with. For example, the plan and profile of a design sheet before As-Built might say "12" PIPE". When drafting this As-Built, this would get revised to "12" PVC", assuming PVC was the material the pipe was constructed with.	
<input type="checkbox"/>	On all sheets, add water service and sewer lateral material if different from proposed main pipe material.	
<input type="checkbox"/>	On all sheets, add water service and sewer lateral stationing.	

## **Sample As-Built Title Blocks**

- 1

COVER SHEET TITLE BLOCK – PROJECT TITLE FOR CIP PROJECTS SHALL BE THE SAME AS THE TITLE OF THE PROJECT IN THE C.I.P. BUDGET BOOK
- 2

DISCIPLINE DESIGNATORS – OPTIONAL, AS SHOWN ON THE COVER SHEET
- 3

SHEET XX OF YY SHEET – XX REPRESENTS THE INDIVIDUAL SHEET AND YY REPRESENTS THE TOTAL NUMBER OF SHEETS
- 4

WORK BREAKDOWN STRUCTURE (WBS) – OBTAIN AND PLACE THE (WBS)(S) IN THE APPROPRIATE BLOCK AS SHOWN

5

PROJECT MANAGER – NAME OF THE PROJECT MANAGER

PRIVATE PROJECT PLANS: NA

6

PROJECT ENGINEER – NAME OF THE PROJECT ENGINEER

PRIVATE PROJECT PLANS: NA

7

CCS27 COORDINATE – (NAD 27) THE COVER SHEET SHALL CALL OUT "SEE EACH SHEET" ON THIS BLOCK

PRIVATE PROJECT PLANS: THESE NUMBERS ARE DETERMINED DURING PLAN CHECK BASED ON PTS MAP LAYERS

8

CCS83 COORDINATE – (NAD 83) THE SHEET COVER SHEET SHALL CALL OUT "SEE EACH SHEET" ON THIS BLOCK

PRIVATE PROJECT PLANS: THESE NUMBERS ARE DETERMINED DURING PLAN CHECK BASED ON PTS MAP LAYERS

9

DRAWING NUMBER – OBTAIN FROM MAPS AND RECORDS IN DEVELOPMENT SERVICES

10

DEPUTY CITY ENGINEER – DEPUTIZED CITY ENGINEER WHO IS IN CHARGE OF THE PROJECT (DIGITAL SIGNATURE) SIGNS ON BEHALF OF THE CITY

11

REGISTRATION: LEAVE BLANK IF IN-HOUSE DESIGN

12

REGISTRATION: DEPUTY CITY ENGINEER'S RCE NUMBER

13

DESCRIPTION BLOCK – "ORIGINAL" BLOCK FOR DESIGN PROJECT, ADDENDUM "A", "B", ETC AND CONSTRUCTION CHANGE "1", "2", ETC., FOR CHANGES MADE DURING CONSTRUCTION WHEN DOING AS-BUILTS, USE A TRIANGLE WITH A NUMBER INSIDE (SEE AS-BUILT PROCEDURES SECTION OF THIS MANUAL)

14

CHANGES MADE TO DRAWINGS DURING DESIGN DO NOT LEAD TO ANY REVISION NOTATIONS ON THE BORDER. THE DRAWING STATUS BLOCK IS FOR FORMAL CHANGES BY ADDENDUM DURING THE BID PHASE, CONSTRUCTION CHANGES DURING CONSTRUCTION, AND FOR RECORDING AS-BUILTS INFORMATION PROJECT ENGINEER AND DRAFTER'S INITIALS WHO REVIEWED AND PREPARED THE AS-BUILT

15

DRAWN BY – WHEN ENTERING INITIALS, PLACE CITY DESIGN ENGINEER FIRST, THEN DRAFTER'S INITIALS OR THE INITIALS OF THE CONSULTANT'S COMPANY

16

APPROVED – THIS SECTION IS SIGNED WHEN ADDENDA AND CONSTRUCTION CHANGES ARE APPROVED BY THE DEPUTY CITY ENGINEER, AND THE AS-BUILT WILL BE SIGNED BY THE RESIDENT ENGINEER.

17

DATE – DATED BY THE DEPUTY CITY ENGINEER OR STAFF UNDER THEIR DIRECTION WHEN CHANGES ARE APPROVED

18

FILMED – WHEN THE PLANS ARE SUBMITTED TO MAPS AND RECORDS, THEY ARE FILMED AND DATED

19

FIELD INSPECTOR – PRINT NAME OF THE RESIDENT ENGINEER AFTER APPROVING AS-BUILTS. RESIDENT ENGINEER TO SIGN THE AUTHORIZATION FORM.

20

AS-BUILT INFORMATION – NAME OF CONTRACTOR, INSPECTOR AND THE DATES OF WHEN THE PROJECT STARTED AND ENDED

21

ENGINEERS STAMP – DIGITAL SEAL/STAMP (SIGNATURE WITH ELECTRONIC SIGNATURE AUTHORIZATION FORM). CONSULTANT IN CHARGE OF WORK MUST BE WETORIGINAL ONLY ON MYLARS

22

PRIVATE PROJECT PLANS: SEAL/STAMP MUST BE WETORIGINAL ONLY ON MYLARS

23

ADD THE MANUFACTURER(S) OF ALL MATERIALS, INCLUDING REHAB.

24

PRIVATE PROJECT PLANS: NA

25

SPECIFICATIONS NO. – OBTAIN FROM CONTRACT PROCESSING

26

PRIVATE PROJECT PLANS: NA

27

AS-BUILT INFORMATION FOR MATERIALS – REFER TO AS-BUILT PROCEDURES SECTION IN THIS MANUAL

28

PRIVATE PROJECT PLANS: NA

29

PROGRAM IDENTIFICATION –

30

SCALE WARNINGS –

31

CHANGE – LINE WOULD HAVE THE LETTER (A, B, C, ETC.) SURROUNDED BY A TRIANGLE, WITH EACH LETTER A DIFFERENT SET OF CHANGES THROUGHOUT THE COURSE OF CONSTRUCTION. FOR PROCEDURES, REFER TO APPENDIX A, STANDARDS AND PROCEDURES FOR IMPROVEMENT PLANS.

32

DATE OF THE ADDENDUM AND/OR CONSTRUCTION CHANGE APPROVAL

33

AFFECTED OR ADDED SHEET NUMBERS – A CHANGE IS NOTED BY LISTING THE SHEET NUMBER(S)

34

APPROVAL NO. – NOT APPLICABLE FOR CIP PROJECTS

35

PRIVATE PROJECT PLANS: ASSIGNED APPROVAL NO. UPON PLAN REVIEW FOR PTS TRACKING PURPOSES

CONSTRUCTION CHANGE / ADDENDUM			
CHANGE	DATE	AFFECTED OR ADDED SHEET NUMBERS	APPROVAL NO.

WARNING

0

1/2

1

IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE.

The City of

SAN DIEGO

Public Works

2

G-1

1

PLANS FOR THE CONSTRUCTION OF  
PROJECT TITLE  
COVER SHEET

3

16

11

12

4

5

6

7

8

9

10

13

14

15

17

18

SPEC. NO.

CITY OF SAN DIEGO, CALIFORNIA  
PUBLIC WORKS DEPARTMENT  
SHEET XX OF YY SHEETS

WATER WBS 0-00000  
SEWER WBS 0-00000

APPROVED:  
FOR CITY ENGINEER  
PRINT DCE NAME  
RCE#

DATE

SUBMITTED BY:  
PROJECT MANAGER  
CHECKED BY:  
PROJECT ENGINEER

DESCRIPTION BY APPROVED DATE FILMED

ORIGINAL xx/xx xx

AS-BUILT xx/xx xx

CONTRACTOR INSPECTOR

DATE STARTED  
DATE COMPLETED

SEE SHEETS  
CCS27 COORDINATE

SEE SHEETS  
CCS83 COORDINATE

XXXXX-01-D

22

24

25

26

27

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30

31

32

33

34

35

COMPANY NAME  
COMPANY ADDRESS  
COMPANY PHONE  
COMPANY FAX  
COMPANY EMAIL

PLANS FOR THE CONSTRUCTION OF  
SEWER & WATER GROUP XYZ  
COVER SHEET

SPEC. NO.

CITY OF SAN DIEGO, CALIFORNIA  
PUBLIC WORKS DEPARTMENT  
SHEET OF SHEETS

WATER WBS 0-00000  
SEWER WBS 0-00000

APPROVED:  
FOR CITY ENGINEER  
PRINT NAME  
RCE#

DATE

SUBMITTED BY:  
PROJECT MANAGER  
CHECKED BY:  
PROJECT ENGINEER

DESCRIPTION BY APPROVED DATE FILMED

ORIGINAL xx/xx

0000-0000  
CCS27 COORDINATE

0000-0000  
CCS83 COORDINATE

XXXXX-00-D

CONTRACTOR INSPECTOR

DATE STARTED  
DATE COMPLETED

## **Sample As-Built Cover Sheet**

MISSION CENTER CANYON SEWER B AND ACCESS PATH

UNDERGROUND UTILITIES

AT LEAST THREE (3) WORKING DAYS PRIOR TO EXCAVATION, THE CONTRACTOR SHALL REQUEST A MARKOUT OF UNDERGROUND UTILITIES BY CALLING THE BELOW LISTED REGIONAL NOTIFICATION CENTER FOR AN INQUIRY IDENTIFICATION NUMBER: UNDERGROUND SERVICE ALERT (U.S.A.) 1-800-422-4133

CONTRACTOR'S RESPONSIBILITIES

1. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO LOCATE AND RECONNECT ALL SEWER LATERALS, LOCATIONS AS SHOWN ON THE PLANS ARE APPROXIMATE ONLY. LATERAL RECORDS ARE AVAILABLE TO THE CONTRACTOR AT THE WATER DEPARTMENT, 2797 CAMINITO CHOLLAS. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO LOCATE THE IMPROVEMENTS THAT WILL BE AFFECTED BY LATERAL REPLACEMENTS. ALL IMPROVEMENTS DISTURBED BY CONTRACTOR SHALL BE REPLACED IN KIND TO ORIGINAL CONDITION OR BETTER.
2. THE LOCATION OF EXISTING BUILDINGS AS SHOWN ON THE PLAN ARE APPROXIMATE.
3. STORM DRAIN INLETS ARE TO REMAIN FUNCTIONAL / OPERATIONAL AT ALL TIMES DURING CONSTRUCTION.
4. UNLESS OTHERWISE NOTED AS PREVIOUSLY POTHOLED (PH), ALL ELEVATIONS SHOWN ON THE PROFILE FOR EXISTING UTILITIES ARE BASED ON A SEARCH OF THE AVAILABLE RECORD INFORMATION ONLY AND ARE SOLELY FOR THE CONTRACTOR'S CONVENIENCE. THE CITY IN NO WAY GUARANTEES OR WARRANTS THAT IT HAS REVIEWED ALL AVAILABLE DATA. IT IS THE CONTRACTOR'S RESPONSIBILITY TO POTHOLE ALL EXISTING UTILITIES (EITHER SHOWN ON THE PLANS OR MARKED IN THE FIELD) IN ACCORDANCE WITH THE SPECIFICATIONS (SECTION 5-I)
5. CONTRACTOR SHALL NOTIFY THE RESIDENT ENGINEER IMMEDIATELY IF A ONE FOOT VERTICAL SEPARATION (FROM OUTSIDE PIPE WALL TO OUTSIDE PIPE WALL) BETWEEN SEWER AND WATER MAINS CANNOT BE MAINTAINED.
6. CONTRACTOR SHALL NOTIFY THE RESIDENT ENGINEER IMMEDIATELY IF A FOUR FOOT HORIZONTAL SEPARATION (FROM OUTSIDE PIPE WALL TO OUTSIDE PIPE WALL) BETWEEN SEWER AND WATER MAINS CANNOT BE MAINTAINED.
7. CONTRACTOR SHALL NOTIFY THE RESIDENT ENGINEER IMMEDIATELY IF A 6-INCH VERTICAL SEPARATION (FROM OUTSIDE PIPE WALL TO OUTSIDE PIPE WALL) BETWEEN UTILITIES OTHER THAN SEWER AND WATER CANNOT BE MAINTAINED.
8. EXISTING UTILITY CROSSING ARE NOT REPRESENTATIVE OF ACTUAL LENGTH OF CONFLICT AREA (SEE PLAN VIEW)

ABBREVIATIONS

ABAND	ABANDON	CSS	COASTAL SAGE SCRUB	OVHD	OVER HEAD
ABAND/D	ABANDONED	DB	DIRECT BURIED	PEP	PLANT ESTABLISHMENT PERIOD
AC	ASBESTOS CEMENT PIPE	EB	ENCASED BURIED	PLS	PURE LIVE SEED
AHD	AHEAD	EL, ELEV	ELEVATION	PVC	POLYVINYL CHLORIDE
ASSY	ASSEMBLY	ELEC	ELECTRIC	PROP	PROPOSED
BFM	BONDED FIBER MATRIX	EVC	END VERTICAL CURVE	RED	REDUCER
BK	BACK	EX, EXIST	EXISTING	REVEG	REVEGETATION
BMP	BEST MANAGEMENT PRACTICES	F	FLANGE	RT	RIGHT
BTWN	BETWEEN	GV	GATE VALVE	S	SURVEY LINE
BVC	BEGIN VERTICAL CURVE	HDPE	HIGH-DENSITY POLYETHYLENE	SO	STUB OUT
CATV	CABLE TV	HP	HIGH PRESSURE	SPECS	SPECIFICATIONS
CI	CAST IRON PIPE	IE	INVERT ELEVATION	SWR	SEWER
C	CENTER LINE	LT	LEFT	TEL	TELEPHONE
COND	CONDUIT	MJ	MECHANICAL JOINT	TPOB	TRUE POINT OF BEGINNING
CONT	CONTINUED	MTD	MULTIPLE TELEPHONE DUCT	UNK	UNKNOWN
CONTR	CONTRACTOR			VC	VITRIFIED CLAY PIPE
				WM	WATER METER
				WTR	WATER

EXISTING UTILITIES

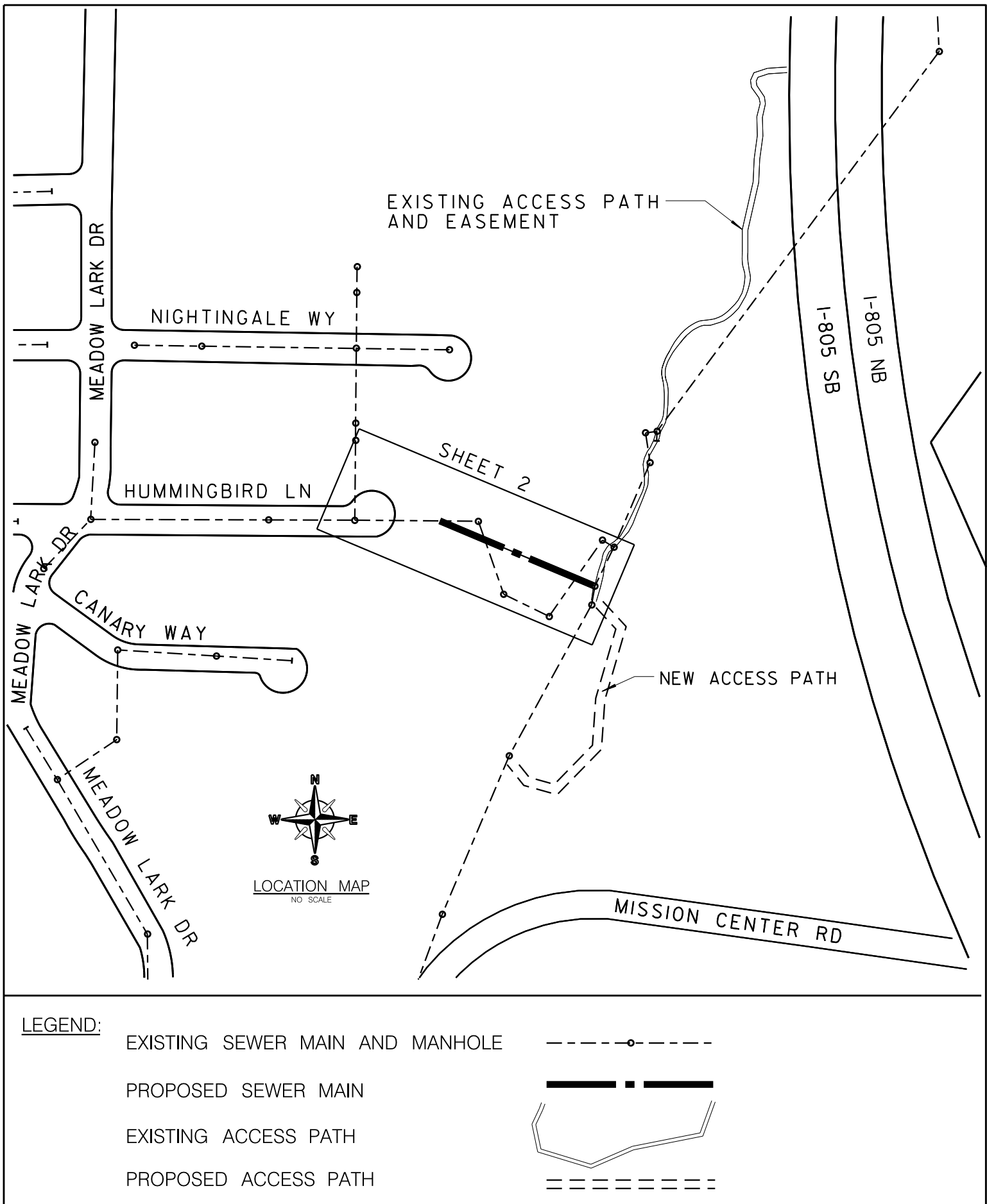
EX WATER MAIN & VALVES	-----+-----
EX WATER METER	-----□-----
EX FIRE HYDRANT	-----○+-----
EX SEWER MAIN & MANHOLES	-----○-----
EX DRAINS	-----
EX PAVEMENT (PROFILE)	////
EX GROUND (PROFILE)	////
EX STREET LIGHT	SL
GAS MAIN	-----
ELEC. COND., TEL. COND., CATV	---E---T---C---
ELEC. POWER POLE	-----○-----

LIMITS OF WORK

SHEET NO.	DISCIPLINE CODE	STREET	LIMITS	PIPE		LENGTH (FT)
				SIZE (IN)	MATERIAL	
1	G-1	COVER SHEET	SEWER			
2	C-1	HUMMINGBIRD LN TO MISSION CENTER CANYON	FROM STA 1+00 TO 4+38.40 (LONGITUDINAL AXIS)	8	PVC	338.40
3	C-2	SEWER MAIN ABANDONMENT				
4	C-3	MISSION CENTER CANYON ACCESS PATH	FROM STA 1+00 TO 6+52.71			
5	C-4	DETAILS				
6	L-1	PIPELINE REVEGETATION PLAN				
7	L-2	ACCESS PATH REVEGETATION PLAN				
8	L-3	PIPELINE REVEGETATION PLAN				

DISCIPLINE CODE

G	GENERAL
D	DEMOLITION
C	CIVIL
M	MECHANICAL
E	ELECTRICAL
I	INSTRUMENTATION
L	LANDSCAPE

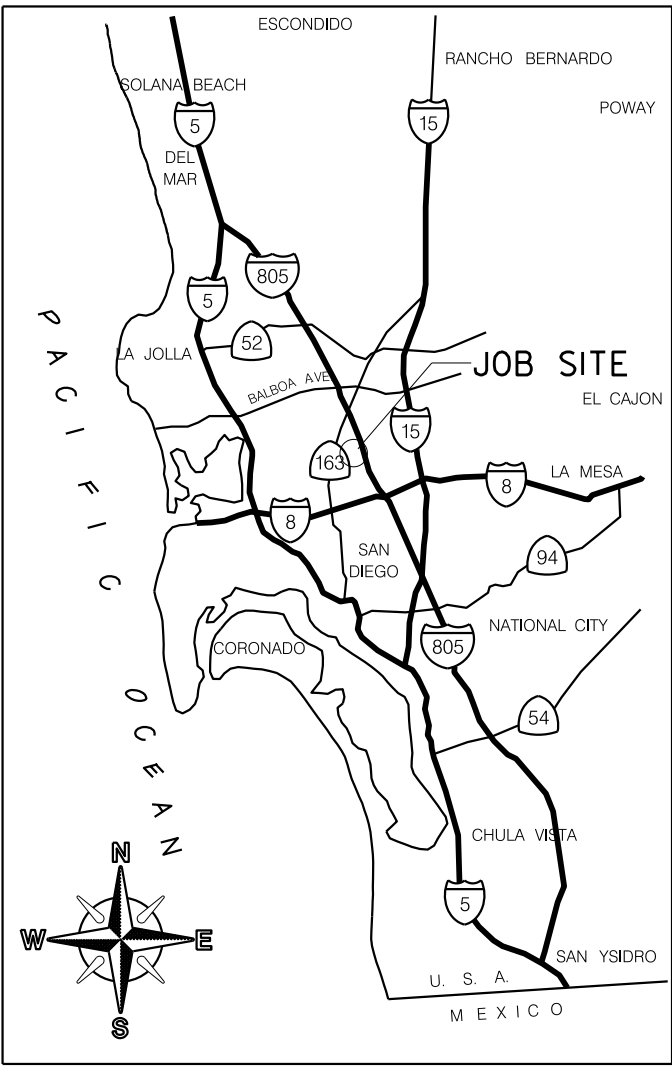


WORK TO BE DONE

CONSTRUCTION CONSISTS OF THE INSTALLATION OF NEW 8-INCH SEWER MAIN AND CANYON ACCESS PATH, ABANDON EXISTING 8" VC SEWER MAIN AND SEWER MANHOLES OUTSIDE OF PROPOSED ALIGNMENT, TRENCH SHORING, REVEGETATION, ENVIRONMENTAL MONITORING, AND ALL OTHER WORK AND APPURTENANCES IN ACCORDANCE WITH THE SPECIFICATIONS AND THESE DRAWINGS.

BENCHMARK: NEBP CHANTILLY AVE. & ELYSSEE ST.  
FIELD NOTES: MCCORMICK, 226-1722, 7/26/05, W.O. 140081  
DATUM: MEAN SEA LEVEL  
ACCESS EASEMENT (CITY OF SAN DIEGO DRAWING 20890-B)  
MISSION CENTER CANYON SEWER 'B' EASEMENT (CITY OF SAN DIEGO DRAWING 20903-B)

STREETS REQUIRING 9" TRENCH CAP: NONE



IMPROVEMENTS	STANDARD DRAWINGS	SYMBOL
SEWER MAIN	SDS-100, SDS-101, SDS-108, SDS-110 (TYPE C)	-----○-----
SEWER MANHOLE/PVC LINE	M-3, SM-03, SM-04, SDM-113, SM-07 SDS-107	-----○-----
REHAB. (PVC LINE) AND RECHANNEL EX. SEWER MANHOLE	SEE PLANS & SPECS	-----○-----
EX MANHOLES TO BE ABANDONED	SM-08	-----○-----
CUTTING AND PLUGGING ABANDONED SEWER/WATER MAIN	WP-03	E-----
SURVEY MONUMENT	M-10	△
CUTOFF WALL	SDS-115	=====

FOR ADDITIONAL SYMBOLS SEE DETAILS, REVEGETATION AND BMP POLLUTION CONTROL SITE PLANS.

WHERE THIS AS-BUILT DRAWING INDICATES THE PRESENCE OF UTILITIES NOT OWNED OR OPERATED BY THE CITY OF SAN DIEGO, SUCH INDICATIONS MERELY REFLECT A NOTED ENCOUNTER WITH THOSE UTILITIES DURING THE COURSE OF PROJECT CONSTRUCTION. THE CITY OF SAN DIEGO MAKES NO WARRANTIES OR REPRESENTATIONS WITH RESPECT TO THE ACCURACY OF THIS INFORMATION AND NO SUBSEQUENT USERS MAY RELY THEREON FOR ANY PURPOSE WHATSOEVER.

G-1

CONSTRUCTION CHANGE / ADDENDUM			
CHANGE	DATE	AFFECTED OR ADDED SHEET NUMBERS	APPROVAL NO.

WARNING  
0 1  
IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE.



FUNDING: CIP / SAP B-00432	SPEC. NO. 5032
AS-BUILT INFORMATION	
MATERIALS	MANUFACTURER
PIPE SDR 35 (SEWER)	S&J SUPPLY
SEWER MANHOLES	OLD CASTLE
CONCRETE PAVERS	ARMOR FLEX CONTECH SUPPLY CONSTRUCTION PRODUCTS
	-
	-



MISSION CENTER CANYON SEWER B AND ACCESS PATH COVER SHEET			
CITY OF SAN DIEGO, CALIFORNIA SHEET 01 OF 08 SHEETS		WATER WBS 00000	SEWER WBS B-00432
APPROVED: [Signature] 6/7/2010	DATE	SUBMITTED BY: CATHERINE DUNGCA	ASSOCIATE ENGINEER
FOR CITY ENGINEER	DATE	MICHAEL NINH	PROJECT ENGINEER
DESCRIPTION	BY	APPROVED	DATE
ORIGINAL	MN/ECE	DATE	DATE
AS-BUILT PER CITY INSPECTOR	INITIALS OF INSPECTOR	DATE	DATE
CONTRACTOR HTA ENGINEERING	DATE STARTED 1-18-2011	DATE COMPLETED 2-9-2012	34705-01-D

AS-BUILT